

Southern Ontario Chapter



American Fisheries Society

CHAPTER HANDBOOK

October 1995

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CHAPTER ORGANIZATION

ABOUT THE AMERICAN FISHERIES SOCIETY

The American Fisheries Society (AFS) is a scientific and professional organization dedicated to strengthening the fisheries profession, advancing fisheries science, and conserving fisheries resources throughout the world. Founded in 1870 as the American Fish Culturists' Association, AFS has grown to an international organization with well over 8,500 individual, official, sustaining, and associate members.

The AFS has a decentralized organizational structure to accommodate the geographic and professional interests of its members. Society-wide governance is conducted by voting members of the Executive Committee, consisting of the Society officers, the Presidents and Presidents-Elect of the Divisions, and the Presidents of those Sections having a membership of 200 at the end of the calendar year.

Membership is available to all people interested in the purposes of the Society. Although the lack of professional qualifications does not limit membership, most members are engaged in full or part-time occupations involving fisheries or aquatic resources.

CHAPTER HISTORY

Although the AFS has been in existence since 1870, chapters were not established as subunits of the Parent Society until 1962. The Southern Ontario Chapter (SOC) of AFS was formed when, in 1988, the North Central Division questioned where the fisheries professionals of southern Ontario were in their newsletter. Mr. Henk Rietveld took up the cause for a SOC and submitted the southern Ontario petition at the 118th Annual Meeting of the AFS in Toronto, Ontario on September 14, 1988. After the petition was unanimously accepted an interim slate of executives was elected.

The first annual meeting/workshop was held in Dorset at the Leslie Frost Natural Resources Centre on April 8, 1989. The keynote speaker was Bob White, president of AFS. Since its inception, membership in the SOC has grown to 151 members in 1994.

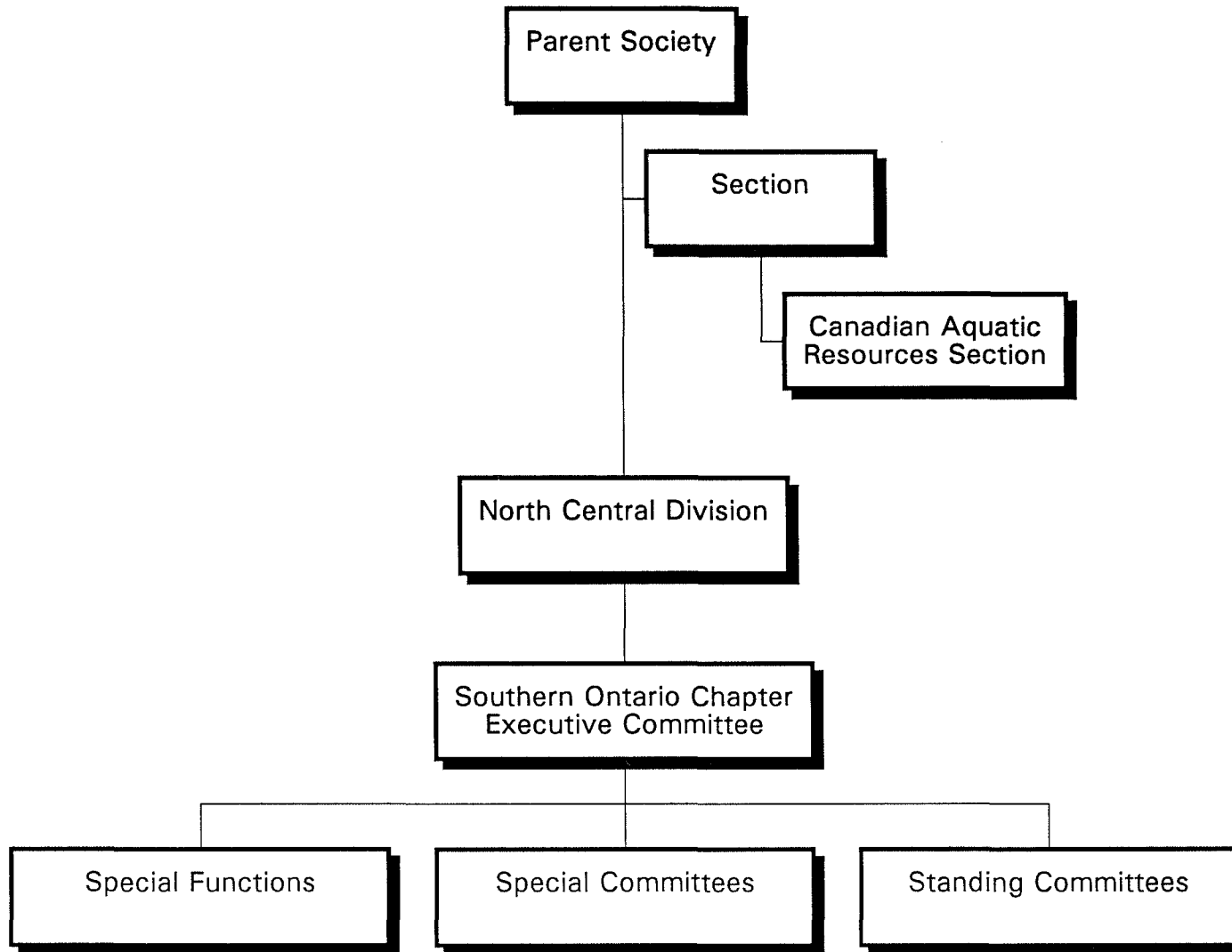
As membership has grown, so has the number of and range of activities and issues that the Chapter has become involved with. Our growing responsibilities are a reflection of the increasing complexities of our society and of the greater demands on fishery resources. The SOC has supported sixteen standing and special committees and has also initiated, and is a founding member of, the first Canadian F.I.S.H. (Fishermen Involved in Saving Habitat) coalition, formed in 1990.

OBJECTIVES OF THE CHAPTER

The objectives of the Chapter as affirmed by the membership are:

- to advance the conservation, development and wise use of fishery resources for optimum use and enjoyment by humankind;
- to gather and disseminate information relating to fisheries science, management, and related issues in southern Ontario; and
- to evaluate and promote educational, scientific, and technical aspects of the water resources managers.

CHAPTER ORGANIZATION



CHAPTER ORGANIZATION

SOUTHERN ONTARIO CHAPTER EXECUTIVE OFFICERS (ELECTED)

1988 (pro tem)	President President-elect Secretary/Treasurer	Les Stanfield Ken Harris Henk Rietveld
1989/1990	President President-elect Secretary Treasurer	Les Stanfield Ken Harris Henk Rietveld Geza Gaspardy
1990/1991	President President-elect Secretary Treasurer Past-President	Ken Harris Jon Bisset Henk Rietveld Geza Gaspardy Les Stanfield
1991/1992	President President-elect Secretary Treasurer Past-President	Jon Bisset John Tran Geza Gaspardy/Gerry Leering Ken Harris
1992/1993	President President-elect Secretary (interim) Treasurer Past-President	John Tran Doug Clark Gerry Leering Jon Bisset
1993/1994	President President-elect Secretary Treasurer Past-President Executive Assistant	Alex Palilionis Hazel Breton Tim Rance Gerry Leering Jon Bisset Doug Clark
1994/1995	President President-elect Secretary Treasurer Past-President	Hazel Breton Doug Clark Tim Rance Gerry Leering Alex Palilionis
1995/1996	President President-elect Vice-President Secretary Treasurer Past-President	Doug Clark Deborah Martin-Downs Warren Yerex Dave Gibson Don Speller Hazel Breton

CHAPTER ORGANIZATION

DUTIES OF OFFICERS

General

According to Section 2 of the bylaws, "the membership of the Chapter shall be composed of Affiliate, Student and Active Members who have an interest in the fisheries and aquatic resource management issues in the Southern portion of Ontario (south of the French and Mattawa Rivers).

Section 4 of the bylaws further state that "the officers of the Chapter shall consist of, at least, a President, a President-Elect, a Vice-President, a Secretary, and a Treasurer, although the latter two positions may be combined into one position, if desired.

"Officers shall be elected at the annual meeting or by mail ballot received by members at least 30 days prior to the annual meeting; however, terms of newly elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one year; however, the Secretary-Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

President

Section 5 of the bylaws states that "the President of the Chapter shall preside at all meetings, chair the Executive Committee, make appointments, and serve as a voting member of the Division's Executive Committee and a non-voting member of the Society's Executive Committee and perform other duties and functions as authorized by the Chapter's Executive Committee."

More specifically, the President is responsible for overseeing all aspects of Chapter operation; planning for and presiding over the annual Chapter meeting and extending an invitation to the Division President; serving as a voting member of the division EXCOM and attending all meetings of that committee; chairing and preparing agendas for the Chapter's EXCOM and seeking advice as needed; keeping the President-elect fully informed of Chapter activities so that, if the need arises, the President-elect can perform the duties of the President; determining the need for and forming special committees of the Chapter; appointing chairperson of the committee, choosing the other committee members; preparing mid-year and annual reports of the Chapter's activities for presentation at the annual Division meeting; communicating regularly with committee chairpersons, ensuring that they are actively pursuing their responsibilities; requesting committee chairpersons to prepare mid-year and annual reports using the format described in the American Fisheries Society Procedures Manual; acting as a non-voting member of the Society Executive Committee and attending the fall and mid-term meetings, if possible; responding to issues brought to the Chapter's attention by the American Fisheries Society staff and keeping officers and North Central Division officers informed of Chapter activities; and editing and signing (or designating a signer for) all Chapter correspondence.

CHAPTER ORGANIZATION

President-Elect

Section 5 of the bylaws states that "the President-elect shall chair the Ways and Means Committee and shall assume the duties of the President if the latter is unable to act."

More specifically, the President-elect is responsible for: working closely with the President; serving as a voting member of the EXCOM; coordinating all arrangements for the annual meeting and workshop (including time, place, meals, programs, and other agenda items); anticipating necessary committee appointments prior to becoming President; attending all EXCOM meetings of the Chapter; attending the annual meeting of the North Central Division, and upon request, signing correspondence for the President as required. If possible, the President-elect should also attend the mid-term EXCOM and annual meetings of the American Fisheries Society.

Vice-President

According to Section 5 of the Chapter bylaws, "the Vice-President shall assume the duties of the President-Elect in the event of his or her absence or inability to act, and perform other duties as assigned by the President."

More specifically, the Vice-President serves as a voting member of the EXCOM; advises the EXCOM, committee chairs, and Chapter members as to the operations of the Chapter with adherence to the constitution, bylaws, and standing rules of the Parent Society, Division, and Chapter; and shall assume the responsibilities as chair of the Resolutions Committee.

Secretary

According to Section 5 of the bylaws, "the Secretary shall keep the official records of the Chapter, submit minutes of the Chapter meetings to the Society's Executive Director and the Division's Secretary-Treasurer within 30 days after each meeting and discharge other duties as requested by appropriate Society officers."

More specifically, the Secretary is responsible for preparing and distributing to the EXCOM members minutes of the Executive Committee, and any other business meetings of the Chapter; sending minutes of the annual Chapter meeting to the AFS (minutes and newsletters should also be sent to the Division President); preparing correspondence as requested by officers of the Chapter; serving as a voting member of the Chapter's EXCOM; maintaining records of the activities, minutes, individuals, and other aspects of the Chapter and forwarding these records to the incoming Secretary; maintaining letterhead and other supplies necessary for Chapter functions; informing the Executive Director, the Division President, and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information; distributing copies of resolutions to the Executive Director, Society officers, the Division President, and appropriate individuals or agencies; acting as Bylaw consultant and parliamentarian at the annual and other Chapter meetings and forwarding any proposed bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.

CHAPTER ORGANIZATION

Treasurer

According to Section 5 of the bylaws, "the Treasurer shall disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at the annual Chapter meeting, and discharge other duties as requested by appropriate Society officers."

More specifically, the Treasurer is responsible for ordering a Past-President's certificate from the subunit liaison (AFS staff) to be presented as the first order of new business at the annual Chapter meeting; receiving, holding, investing, and disbursing funds as needed for Chapter function as approved by Society and Chapter Bylaws and Rules; maintaining financial records in standard accounting format for review by Society and Chapter officers and staff as needed or required; preparing an annual financial report and submitting it and associated records to the EXCOM; preparing an annual budget for the next year, in conjunction with the President and President-Elect; and serving as voting member of the Chapter's EXCOM.

Newsletter Editor

The Newsletter Editor is regarded as a non-voting member of the EXCOM. The Editor is responsible for the quarterly publishing of Chapter newsletters and preparing occasional write-ups for Fisheries concerning subunit activities and programs. Newsletters are to be published in the months of March, June, September, and December. Newsletter should include interim committee reports, preliminary and follow-up information pertaining to the annual workshop, a schedule of upcoming events, the President's report, Parent Society and Division news, and other appropriate business.

The newsletter provides the most effective means of communicating to the Chapter membership. To ensure that the newsletter reflects the activities of the EXCOM, the Newsletter Editor will participate in all EXCOM meetings as a non-voting member.

The Newsletter Editor is responsible for soliciting advertising and/or sponsorship for the newsletter to help defray publishing costs.

A written report summarizing the year's activities should be prepared and submitted to the President at least two weeks before the annual meeting for inclusion in the Chapter Summary Report. This should include an outline of expenses for the year and a budget for the forthcoming year.

Membership Steward

The Membership Steward is a non-voting member of the EXCOM. The Membership Steward is responsible for stimulating membership and participation in the American Fisheries Society and the Southern Ontario Chapter.

The Membership Steward will maintain a membership list with current addresses, membership status, and dues owed.

The Membership Steward is responsible for providing the newsletter editor with mailing labels upon request.

BYLAWS OF THE SOUTHERN ONTARIO CHAPTER

Section 1: Name and Objectives

(a) The name of this organization shall be the Southern Ontario Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.

(b) The objectives of the Chapter shall be those of the American Fisheries Society as set forth; in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Chapter.

(c) All activities of this subunit shall conform to the Society's Constitution, Bylaws, Rules, and policies.

Section 2: Membership

(a) The membership of the Chapter shall be composed of Affiliate, Student and Active Members who have an interest in the fisheries and aquatic resource management issues in the southern portion of Ontario (south of the French and Mattawa Rivers).

Members may be in one of the following categories:

- i) ACTIVE MEMBERS are individuals who are members in good standing with the American Fisheries Society and the Chapter and have voting privileges.
- ii) AFFILIATE MEMBERS are individuals or public or private institutions without voting privileges and have paid annual calendar-year dues.
- iii) STUDENT MEMBERS are individuals, with voting privileges, who are currently enrolled at a recognized Canadian educational institution.

Section 3: Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. The Executive Committee may assess registration fees for annual meetings.

Section 4: Officers

(a) The Officers of the Chapter shall be the immediate Past-President, President, President-Elect, Vice-President, Secretary, and Treasurer, although the latter two positions may be combined into one position.

(b) Notwithstanding Section 10(b), Officers shall be elected at the annual meeting or by mail ballot provided members receive their ballots at least 30 days prior to tabulating ballots. Terms of newly elected officers shall coincide with those of the Parent Society Officers. Officers shall serve for one year, however, the Vice-President, Secretary, and Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

CHAPTER BYLAWS

Section 5: Duties of Officers

(a) The President of the Chapter shall preside at all meetings, chair the Executive Committee, make appointments, and serve as a voting member of the Division's Executive Committee and a non-voting member of the Society's Executive Committee and perform other duties and functions as authorized by the Chapter's Executive Committee.

(b) The President-Elect shall chair the Ways and Means Committee and shall assume the duties of the President if the latter is unable to act.

(c) The Vice-President shall assume the duties of the President-Elect in the event of his or her absence or inability to act, and perform other duties as assigned by the President. More specifically, the Vice-President advises the EXCOM, committee chairs, and Chapter members as to the operations of the Chapter with adherence to the constitution, bylaws, and standing rules of the Parent Society, Division, and Chapter; and shall assume the responsibilities as chair of the Resolutions Committee.

(d) The Secretary shall keep the official records of the Chapter and submit minutes of the Chapter meetings to the Society's Executive Director and the Division's Secretary-Treasurer within 30 days after each meeting and discharge other duties as requested by appropriate Chapter officers.

(e) The Treasurer shall disburse funds as authorized by the Executive Committee or the membership, maintain a record of receipts and disbursements and present a financial report at the annual Chapter meeting. The Treasurer shall discharge all other duties as requested by appropriate Chapter officers. The Treasurer is also chair of the Awards Committee.

Section 6: Executive Committee

The Executive Committee of the Chapter shall consist of elected officers, the immediate Past-President, and other members as may be appointed by the president. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.

Section 7: Chapter Committees

Committees and Chairpersons of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Chapter committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 8: Voting and Quorum

(a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.

(b) A quorum at any meeting for transaction of official business shall be one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.

(c) Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

CHAPTER BYLAWS

Section 9: Dues and Fees

(a) The Executive Committee shall establish annual dues subject to approval of those Chapter members with voting privileges.

Section 10: Amendment of Bylaws

(a) The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

(b) Under certain conditions, where there is a need to seek the position of Chapter members under short notice, voting may be conducted by any means of electronic print communication provided the membership has at least 10 days to return their ballots.

(c) Bylaw amendments shall not be implemented until they have been submitted to and approved by the Society's Executive Committee.

COMMITTEE CHARTERS

The SOC has supported sixteen standing and special committees including:

- communications (standing)
- aquaculture (ad hoc)
- nominations (standing)
- student affairs (standing)
- membership (standing)
- ways and means (standing)
- promotions (ad hoc)
- awards (standing)
- habitat (ad hoc)
- ethics (ad hoc)
- esocids (ad hoc)
- environmental concerns (ad hoc)
- computer users (ad hoc)
- education (standing)
- publications (ad hoc)
- fluvial geomorphology (ad hoc)

AWARDS COMMITTEE

(Standing)

Purpose

Under this Charter, the Awards Committee (AC) shall become a standing committee of the Southern Ontario Chapter, American Fisheries Society (SOCAFS). The purpose of the AC is to recognize outstanding efforts of persons or groups in the fields of fisheries management and fishery science. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Categories

Nominations will be accepted annually for each of the following three awards:

1. Best Student Paper at the annual meeting of the Southern Ontario Chapter;
2. Award of Excellence in Fisheries (Chapter member);
3. Award of Excellence in Fisheries (non-member)

The Best Student Paper award will be given annually. The other two awards will be given at the discretion of the AC. All nominees must be members of the Southern Ontario Chapter.

Criteria

1. Best Student Award

Student papers will be rated based on the following criteria:

- a) Scientific approach (sampling methods, quality of data and analysis);
- b) Organization and presentation;
- c) Verbal communication skills; and
- d) Effectiveness of visual aids

COMMITTEE CHARTERS

2. Award of Excellence in Fisheries (Chapter member)

This award will be given for:

- a) long-term excellence in the fisheries profession;
- b) for an outstanding contribution to the profession, fisheries science or conservation, or;
- c) for outstanding performance to further the goals of the Chapter.

In submitting names of candidates for awards, nominators should consider (but not be restricted to) persons who:

- a) promoted the conservation ethic through word or deed;
- b) devoted personal time, experience or financial support to the protection or rehabilitation of the resource;
- c) made a contribution above and beyond the requirements of a job description;
- d) inspired and encouraged others to work for the good of the resource;
- e) elevated public interest and awareness in fish, fishing or fishery management;
- f) displayed a long-term commitment to Ontario's fisheries resources;
- g) were influential with local, provincial or federal government in ensuring the welfare of Ontario's fisheries; or
- h) assisted in fisheries research or management programs.

3. Award of Excellence in Fisheries (non-member)

This award will be given based on the same criteria as 2. above, but nominees will be selected from outside the Southern Ontario Chapter (they may be members of other AFS Chapters). Nominees may be individuals or groups/organizations, including (but not restricted) to outdoor writers, educators, industry, fisheries workers, landowners and members of the public.

Committee Organization and Procedures

1. The AC shall consist of the chairperson, appointed by the Chapter president, and two Chapter members. Committee members will serve for three-year terms, with the previous year's Chairperson retiring from the committee each year and a new committee member being added. The Chairperson may appoint any number of additional persons to assist in soliciting nominations and preparing awards.

2. Members in good standing of the Southern Ontario Chapter will prepare the nominations. Members of the Awards Committee shall be excluded from making nominations.

3. At most, one nominee shall be selected for each award.

4. Student papers will be evaluated by three judges appointed by the AC. Each judge will rank the speakers based on the criteria in item 3 above (see sample evaluation sheet at the end of this charter). The AC will make evaluation sheets available to each judge at the annual meeting. The combined evaluations of the three judges will be used to determine the final ranking of the presenters' papers.

COMMITTEE CHARTERS

5. Nominees for other awards will be evaluated by the AC, based on letters of nomination. Letters will be submitted to the AC by December 1 of each year. The AC will recommend recipients to the EXCOM for approval, prior to the annual meeting.
6. Awards shall be presented during the annual meeting of the Southern Ontario Chapter.
7. Outstanding Achievement awards shall consist of a framed certificate of appreciation. The Best Student Paper award shall consist of a certificate plus a cash award, the amount of which shall be determined by the EXCOM.
8. Following the annual meeting of the Southern Ontario Chapter, the AC chairperson shall be responsible for preparing a news release summarizing the awards presented. A written report will also be prepared for the Chapter President to be used by the President for reporting to the North Central Division and the Parent Society.
9. AC decisions will be made by consensus if possible. When disagreements occur, decisions will be made by majority vote. Committee members unable to attend a meeting may participate in a decision by telephone.
10. The AC may recommend amendments to this Charter to the EXCOM at any time.

COMPUTER USERS COMMITTEE

(Ad Hoc)

Background and Purpose

EXCOM recognizes that providing current computer user information for Chapter members is an important component of professional development. Specialized computer applications provide fisheries professionals with opportunities to improve professional skills and to become informed of current developments in hardware and software. The purpose of the Computer Users Committee is to provide information that will improve and expand the knowledge and skills of Southern Ontario fisheries professionals so that they can become more effective stewards of fishery resources in whatever professional capacity they are serving. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Activities

1. Conducting surveys of Chapter members to determine what computer application information is desired.
2. Providing information pertaining to computer applications, techniques and relevant issues to the membership through the newsletter and training workshops.
3. Holding at least one meeting annually.

COMMITTEE CHARTERS

Organization and Procedures

1. The CUC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairman of the CUC, and together with the Chairman and EXCOM, choose the committee members.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Keeping the EXCOM informed of current issues of importance related to computer technology;
 - d) Drafting appropriate correspondence for the SOCAFS President; and
 - e) Preparing for the Chapter President an annual report summarizing committee activities. The annual report must be submitted to the President a least two weeks prior to the annual meeting. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee Decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

EDUCATION COMMITTEE CHARTER

(Standing)

Background and Purpose

EXCOM recognizes that providing continuing education opportunities for Chapter members is an important component of professional development. Specialized continued training provides fisheries professionals with opportunities to improve professional skills and to become informed of significant new scientific findings or techniques. EXCOM also recognizes that some professional skills are important only after an individual has gained several years of professional experience and encounters unique circumstances that require these special skills. These new skills can only be acquired through continuing education. The purpose of the Continuing Education Committee is to provide training that will improve and expand the knowledge and skills of Southern Ontario fisheries professionals so that they can become more effective stewards of fishery resources in whatever professional capacity they are serving. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

COMMITTEE CHARTERS

Activities

1. Conducting surveys of Chapter members to determine what areas of professional training are desired.
2. Coordinating training efforts with appropriate private, provincial and federal agencies.
3. Organizing courses and workshops by: Soliciting instructors, scheduling time and place, coordinating facility arrangements, advertising within the Chapter newsletter, determining the cost of enrolment, establishing an enrolment deadline, determining the minimum and maximum number of participants, conducting enrolment, collecting enrolment fees, providing receipts as necessary, introducing the course and instructor(s), and conducting a course evaluation.
4. Transmitting workshop enrolment fees and bills to the Chapter Treasurer.
5. Preparing schedules or catalogues of course offerings as needed.
6. Holding at least one meeting annually.

Organization and Procedures

1. The CEC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairperson of the CEC, and together with the Chairperson and EXCOM, choose the committee members.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Keeping the EXCOM informed of current issues of importance related to continuing education;
 - d) Drafting appropriate correspondence for the SOCAFS President; and
 - e) Preparing for the Chapter President an annual report summarizing committee activities. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee Decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

ENVIRONMENTAL CONCERNS COMMITTEE (Resolution Committee) (Ad Hoc)

Background and Purpose

The Environmental Concerns Committee (ECC) shall provide coordinated technical and policy analysis and comments on environmental issues that affect fishery resources. The ECC may coordinate with agencies and groups outside of Southern Ontario. The committee recognizes that water bodies left in their natural condition are difficult to improve upon. When development or management decisions threaten fishery resources, the actions should take place only after proper consideration has been given to protecting the resources. The ECC will report directly to the EXCOM of SOCAFS.

Specific Objectives and Activities

Assist and coordinate with other entities involved with activities that affect the environment of fish. These entities include federal, provincial, municipal and private resource agencies and groups; other land management committees within these agencies; and universities and native groups. Assistance and coordination will include technical and policy input, professional support in the form of written and verbal comments to appropriate persons or groups and limited financial support.

Committee Organization and Procedures

1. The ECC shall consist of members in good standing with SOCAFS but may solicit technical advice from outside sources or individuals as needed.
2. The SOCAFS President shall appoint the chairperson, and together with the chairperson and EXCOM, appoint the other committee members. The EXCOM should strive to maintain a committee of individuals with diverse backgrounds and interests.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the committee and acting as liaison to the SOCAFS EXCOM;
 - c) Keeping the ECC and EXCOM informed of current information on selected topics concerning the state of the environment relating to fisheries;
 - d) Drafting appropriate correspondence for the SOCAFS President; and
 - e) Preparing for the Chapter President an annual report summarizing committee activities. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee Decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

AQUACULTURE COMMITTEE (Ad Hoc)

Background and Purpose

EXCOM recognizes that providing current fish culture information for Chapter members is an important component of the fisheries profession. The purpose of the Fish Culture Committee is to encourage dialogue between fisheries managers and fisheries culturists to address current issues. By encouraging information flow between groups, the Fish Culture Committee will improve and expand the knowledge and skills of Southern Ontario fisheries professionals so that they can become more effective stewards of fishery resources in whatever professional capacity they are serving. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Activities

1. Conducting surveys of Chapter members to determine what fish culture and management information is desired.
2. Providing information pertaining to fish culture techniques and relevant issues to the membership through the newsletter and training workshops.
3. Bringing to the attention of EXCOM issues related to fish culture and preparing committee responses as directed by EXCOM.

Organization and Procedures

1. The FCC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairperson of the FCC and together with the Chairperson and EXCOM, choose the committee members.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Keeping the EXCOM informed of current issues of importance related to continuing education;
 - d) Drafting appropriate correspondence for the SOCAFS President; and
 - e) Preparing for the Chapter President an annual report summarizing committee activities. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

HABITAT COMMITTEE

(Ad Hoc)

Background and Purpose

EXCOM recognizes that loss of aquatic habitat is of vital concern to fisheries professionals and thus to SOCAFS. As SOCAFS represents a commitment to the conservation, development and the wise use of fisheries it is incumbent on the Chapter to develop a strong Habitat Committee. One purpose of the Habitat Committee is to provide information that will improve and expand the knowledge and skills of Southern Ontario fisheries professionals so that they can become more effective stewards of fisheries habitat resources in whatever professional capacity they are serving. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Activities

1. Conducting surveys of Chapter members to determine what aquatic habitat information is desired.
2. Providing information pertaining to fisheries habitat conservation to the membership through the newsletter and training workshops.
3. Respond to issues pertaining to habitat as directed by the EXCOM.

Organization and Procedures

1. The HC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairperson of the HC, and together with the Chairperson and EXCOM, choose the committee members.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Keeping the EXCOM informed of current issues of importance related to habitat conservation;
 - d) Drafting appropriate correspondence for the SOCAFS President; and
 - e) Preparing for the Chapter President an annual report summarizing committee activities. This is to be submitted to the President at least two weeks prior to the annual meeting and is to include a financial statement and budget for the next year.
4. Committee Decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

NOMINATIONS COMMITTEE (OPEN) (Standing)

Background and Purpose

EXCOM recognizes that the nomination of Chapter Executive Committee candidates for the annual election is an essential activity that is necessary to ensure future Chapter growth and progress. The purpose of the Nominations Committee (NC) is to nominate candidates for the Chapter executive on the basis of their ability to represent the future interests of the Southern Ontario Chapter. The Past-President is chairperson of this committee and is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Activities

1. Securing nominations for the annual EXCOM election.
2. Holding at least one meeting annually.

Organization and Procedures

1. The NC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairperson of the NC, and together with the Chairperson and EXCOM, choose the committee members.
3. The Committee Chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Drafting appropriate correspondence for the SOCAFS President; and
 - d) Preparing for the Chapter President an annual report summarizing committee activities. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee Decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.

WAYS AND MEANS COMMITTEE (Standing)

Background and Purpose

EXCOM recognizes that coordinating and organizing the annual meeting of the Southern Ontario Chapter, American Fisheries Society is a time-consuming, but necessary, function that is vital to the success of SOCAFS and its functions. The purpose of the Ways and Means Committee is to coordinate all arrangements for the annual meeting. The chairperson of this committee is responsible for reporting directly to the Executive Committee of the Chapter (EXCOM).

Activities

1. Coordinating all arrangements for the annual meeting including, theme for workshop, time, place, meals, programs and other agenda items.
2. Publication of the proceedings from the annual meeting.
3. Holding at least one meeting annually.

Organization and Procedures

1. The WMC shall consist of at least three members in good standing with the Southern Ontario Chapter, American Fisheries Society (SOCAFS).
2. The SOCAFS President shall appoint the chairperson of the WMC, and together with the Chairperson and EXCOM, choose the committee members.
3. The Committee chairperson shall be responsible for:
 - a) Scheduling meetings, providing agendas, and notifying members of pertinent actions or information;
 - b) Providing leadership for the Committee and acting as liaison to the SOCAFS EXCOM;
 - c) Drafting appropriate correspondence for the SOCAFS President; and
 - d) Preparing for the Chapter President an annual report summarizing committee activities. This information will be used by the President to report to the North Central Division and Parent Society.
4. Committee decisions shall be made by consensus and results reported to the EXCOM. Members unable to attend a particular meeting may participate in a decision by telephone.
5. This charter may be amended by the committee on their own motion by consensus pending approval by the SOCAFS EXCOM.